



**US Army Corps
of Engineers**
Headquarters

Information Paper

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SUBJECT: Installation Design and Operations Policy for Interior Design Maintenance

Installation Design Guide. Interior design policy is a component of the Installation Design Guide (IDG). The IDG is a component of the installation long-range master plan which is required by AR 210-20, Master Planning for Army Installations. The IDG should address interior design policy in terms of the following design and maintenance issues:

- Wall finish and paint color recommendations.
- Floor finishes including carpet type, color, pattern, and specifications.
- Signage system and graphics and artwork recommendations.
- Partition design system, height, color, and acoustical performance.
- Space standards and furniture systems standards and specifications.
- Guidelines for reducing visual clutter.

Operations Policy. To preserve the quality of facilities, the user and the installation management must agree upon an operations policy which defines their respective responsibilities. The user is responsible for preserving the visual appearance of the facility, and the installation management is responsible for providing maintenance needed to preserve facility quality. Operations policy should address the following issues as a minimum:

- Housekeeping responsibilities.
- Policy to prevent and eliminate visual clutter.
- Carpet cleaning, repair, and replacement policy.
- Height restrictions for partitions and furniture.
- Policy on building modifications including: partitions, painting, window treatments, HVAC, lighting, and the installation of communications and electric wiring.
- Maintenance of directories and signage.
- Smoking and eating locations.
- Procurement information on matching or compatible furniture and components.
- Policy on personalization and plants.

Assistance. Requests for technical assistance and service should be addressed to the Interior Design Technical Center of Expertise: Commander, U.S. Army Engineer District, Omaha, ATTN: Ms. Lori O. Hoelting, CENWO-ED-DG, 215 North 17th Street, Omaha, NE 68102-4978, telephone 402-221-4565. Interior design policy questions should be addressed to Commander, U.S. Army Corps of Engineers, ATTN: Mr. Frank Norcross, CEMP-ET, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000, telephone 202-761-0881, EMail: frank.a.norcross@hq02.usace.army.mil.

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